

Internship Plan Template



Lamar University – M.Ed. in Educational Technology Leadership

Internship Plan: Field-based Experience Activity (Internship Plan Template)

The Field-based Experience component of the Internship Plan is a brief, but specific document indicating your overall approach to the Internship program. The Internship is organized around eight ISTE Technology Facilitator Standards, the 33 Performance Indicators and the 78 Performance Tasks. Using this document, you will identify the field-based activities you will approach and indicate which of the eight ISTE Technology Facilitation standards and 33 Performance Indicators were addressed in each activity. You should also provide a brief description of each activity, resource person, and a completion date for each activity. This activity should be completed with and approved by your site mentor.

You are to plan at least one activity in each of the 33 Performance Indicators found in the text. If an activity is applicable to more than one performance indicator it must be identified under all applicable tasks. Also, clearly indicate, with an asterisk (*), which activity is the project(s) you will be leading during your Internship.

Use this chart to develop your Internship Plan for Part 1 of your Week 5 EDLD 5306 assignment. When you open this file, immediately save it as “*yourname*_Draft Internship Plan,” and work on this saved file as you revise and update your plan. To add more rows to this table, highlight the entire last row, right click, select “Insert”, and select “Insert Rows Below.”

Activity	ISTE Standard/ Performance Indicator (i.e., IV. A.)	Activity Summary	Resource Person	Projected Date of Completion
New Teacher Technology Orientation	I.A.2	Will introduce new teachers to basic technology operations and concepts, i.e. network logon credentials, online grade book, email setup, work order requests	Orlando Rodrigue z	8/13/2010
Teacher Mentoring	I.A.1 I.B.1	Provide continuous knowledge and support for growth in area of technology to teacher with highest interest in technology: Ector Lopez – Science Teacher	Orlando Rodrigue z/ Ector Lopez	Ongoing – May 2011
Disabilities Technology Training	II.A.3 III.B.1 V.B.2	Show teachers about the accessibility options available with certain technology resources: computers and software	Denise Rivas	9/3/2010
*iPad Integration in the classroom	II.B.1	Show teachers how to use iPad’s applications/browser to facilitate learning in the classroom. As campus technology coordinator I will	Orlando Rodrigue z	Ongoing- May 2011

		authorize purchases of applications from iTunes and research those best aligned to classroom learning.		
Using TeacherTube, SchoolTube and Other Alternatives to YouTube in the Classroom	II.C.1 II.F.1	Show teachers various alternatives to YouTube and help them locate relevant content videos that align with TEKS/TAKS i.e. TeacherTube, SchoolTube, dotSub	Orlando Rodriguez	8/31/2010
Lets Get Equipment Working	II.D.1	Assist new and existing teachers setup their media. i.e. Projector, PC, email, document camera, Smart Board, scanners, Tablets	Orlando Rodriguez	8/31/2010
*Technology Classroom Management Options	II.E.1 II.D.1 III.D.1	Provide teachers with support to best classroom management tools (technology) to promote student achievement. I will also show teachers how to use Turning Point Audience Response System	Rodriguez	9/3/2010
New Teacher Introduction to Lesson Planning with Web 2.0 Tools	II.F.1	Introduce Lesson Planning Integration of Web 2.0 Tools and where to find resources and software to complete the process.	Rodriguez	9/3/2010
Microsoft Publisher in Language Arts	III.A.5	Will show Language Arts teachers how to use MS Publisher to create brochures and other print jobs that enhance Language Arts Skills with TEKS alignment	Mary Guillen	9/7/2010
Assistive Technology to Meet K-12 Needs	III.B.1 II.A.3 V.B.2	Provide tips/ideas of assistive technology to inclusion teachers/paraprofessionals to help students of diverse needs.	Denise Rivas	9/10/2010
Web Based Problem Solving	III.C.1	Will provide teachers in all areas resources and strategies to find websites that train students problem solving skills	Orlando Rodriguez	9/21/2010
Laptops in the Classroom	III.D.1	Inform teachers about the benefits, tools and strategies of laptop use in the classroom, will also create packets with	Orlando Rodriguez	9/30/2010

		suggestions and deliver to all teachers		
Best Practices of Technology in the Classroom	III.E.2	Distribute hard copies and web versions of research based articles related to technology in the classroom, most will be from Lamar University classes I have taken	Orlando Rodriguez / Mary Guillen	Ongoing – May 2011
No More Paper Quizzes	IV.A.1 IV.A.2	Provide teachers with resources to make their own web based tests to measure student learning of subject matter and performance, i.e. will use Free Authoring Tool for Web Based Tests (generates HTML code to paste to teacher website)	Orlando Rodriguez	10/15/2010
Skyward Training: Reports	IV.B.1	Train teachers to print and create custom reports to maximize data usage to measure student performance, will use Skyward Reports	Orlando Rodriguez	10/22/2010
Blogs for Evaluation Strategies	IV.C.1	Will show teachers how to use Blogs as technology tools to improve learning, communication and productivity	Orlando Rodriguez	10/29/2010
Professional Development: TCEA Conference Austin, TX / Region 1 Technology Conference South Padre Island, TX	V.A.1	Attend various workshops and conferences to support ongoing professional growth related to technology	Roland Handy / Orlando Rodriguez	May 2011
Creating Your Own Online Surveys	V.B.1	Periodically evaluate myself and teachers by means of surveys online to determine best practices of technology use in the classroom	Orlando Rodriguez	Ongoing – May 2011
Screencasting for Better Presentations	V.C.2	Assist teachers in learning screen casting and uses in the classroom to promote high quality presentations, will use	Orlando Rodriguez	11/5/2010

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Schoolwires Campus Level Sub Site Management	V.D.4	Continuously maintain and develop campus webpage to communicate with all constituents. (I am in charge of campus webpage)	Orlando Rodrigue z	Ongoing
Cyberethics for Teachers and Students	VI.A.1 VI.A.2	Discuss and promote ethical use of technology in the classrooms, will use handouts and articles with resources teachers can use with their students	Orlando Rodrigue z	9/9/2010 and Ongoing
Adaptive/Assistive Technology (Hardware and Software)	VI.B.1 II.A.3 III.B.1	Promote the use of adaptive assistive hardware to help students with special needs	Denise Rivas	Ongoing – May 2011
ESL/LEP Technology Selection	VI.C.1	Assist ESL teachers find classroom software to help student in hopes of minimizing the language barrier	Olga Torres	12/2010
Online Safety for Students	VI.D.1	Assist teachers in finding sources to combat cyberbullying and online predators with games. i.e. stopbullyingnow.hrsa.gov and other websites	Orlando Rodrigue z	11/12/2010
Classroom Technology Guidelines	VI.E.1	Assist teachers in creating classroom norms/rules/guidelines for technology use to promote equitable access for all students and teachers, i.e. group activities, time limits, partner projects	Orlando Rodrigue z	11/18/2010
Get the Load of Your PC	VII.A.2	Show teachers how to use USB, Online Storage drives, Google Docs to minimize use of local hard drives	Orlando Rodrigue z	12/3/2010
TCEA Shopping Extravaganza	VII.B.1	Attend TCEA booths to identify exciting and new school curriculum and make suggestions to administration	Orlando Rodrigue z/Roland Handy	2/25/2011
TBA	VII.C.1	Attend various professional development workshops or conferences and share with	Orlando Rodrigue z	TBA

TBA	VII.C.1	Attend various professional development workshops or conferences and share with teachers about the workshop or Professional development. The delivery of the information will take into consideration principles of Andragogy. TBA	Orlando Rodriguez	TBA
Web 2.0 Tools Effectiveness?	VIII.A.1	Introduce the use of various Web 2.0 tools in my classroom and evaluate their effectiveness	Orlando Rodriguez	May 2011
From skill and drill to higher level thinking	VIII.B.1	History of technology in schools: Discuss how computers and programs have gone from skill and drill to becoming a tool that promotes 21st century skills, collaboration, 7 C's of learning; will use various articles from EDLD 5306 to illustrate this point	Orlando Rodriguez	3/11/2011
?	VIII.C.1	TBA	Orlando Rodriguez	TBA
STaR Chart	VIII.D.2	Conduct an evaluation of campus technology environment through STaR Chart assessment	Roland Handy / Orlando Rodriguez	12/2010
Summer Technology District Internship	VIII.E.1	Examine districts infrastructure and learn about facility and resource management through a non-paid summer internship in our District Technology Department, i.e. WAN/LAN/ wifi	Roland Handy / Ruben Cantu	Summer 2011